

# Change Award SRO

## 1 Introduction

All awards have a designated Award Sponsored Research Office/Business Official/Authorizing Official (SRO/BO/AO). The Award SRO/BO/AO is initially identified at the time of award, and it is generally the same user identified in the proposal. During the life cycle of an active award, there may be a need to change the Award SRO/BO/AO. Any user registered to the institution with the Manage User privilege can request this change.

The purpose of this document is to provide step-by-step instructions for users to follow to change an Award SRO/BO/AO.

## 2 Prerequisites

Before the Award SRO/BO/AO can be changed, the following criteria must be met:

- The user must be registered to the institution in PAMS.
- The user must have the Manage User Privilege.
- The institution must possess an award with the Office of Science.

## 3 Changing the Award SRO

Use the following steps to change an Award SRO.

1. Log in to the PAMS external website at: <https://pamspublic.science.energy.gov/webpamsepxternal/login.aspx>
2. Navigate to the Institutions tab (*Figure 1*).

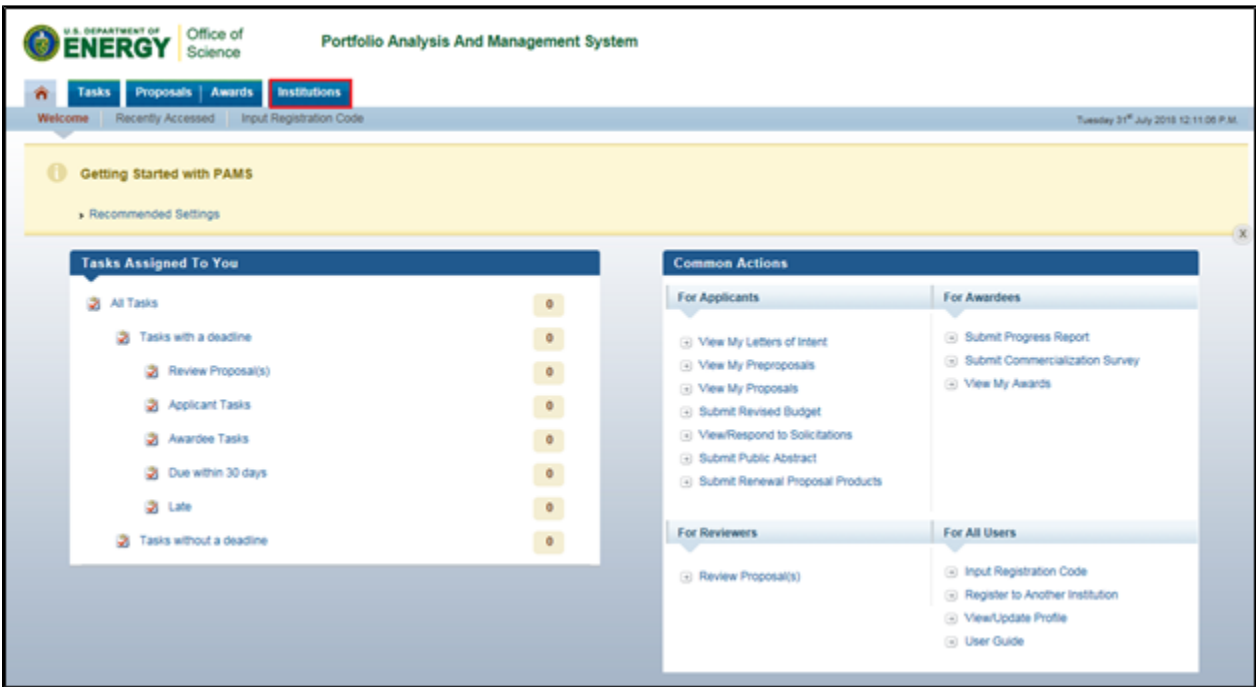


Figure 1. PAMS Homepage – Institutions Tab

3. PAMS will load the Institutions – List page, which displays a list of the institutions you are registered to. Search the list for the institution possessing the award you would like to change the SRO/BO/AO on, and select **Manage Users** in the **Actions/Views** menu in the Options column (*Figure 2*).

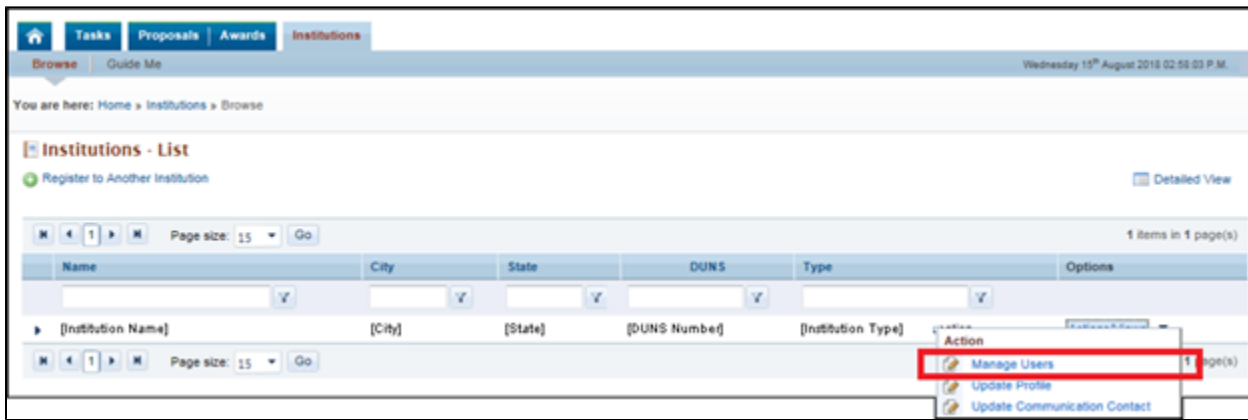


Figure 2. Institutions – List – Manage Users

4. PAMS will load the Manage Users page. Click the **By Award** link (Figure 3). This will give you the option to enter an award number or title.

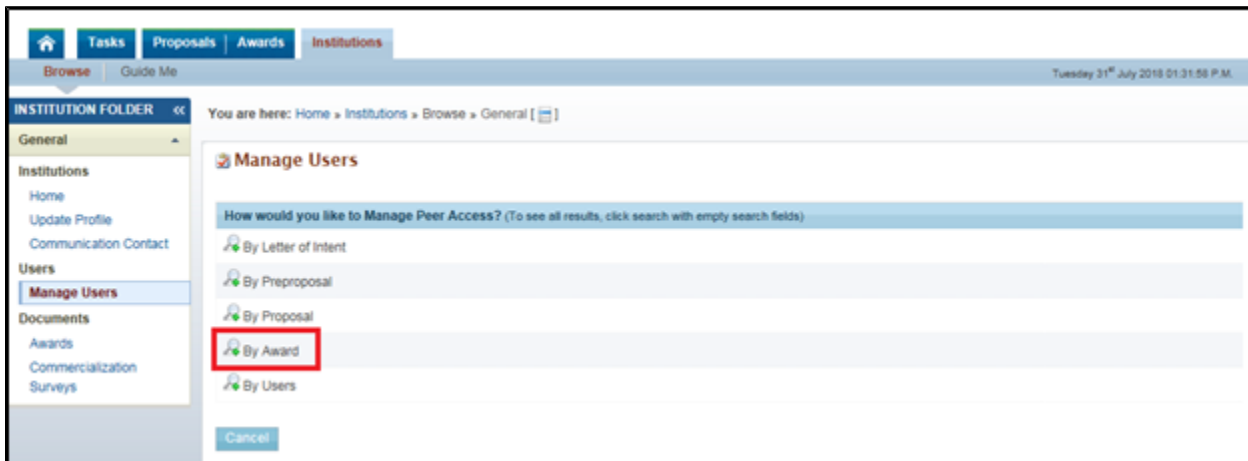


Figure 3. Manage Users – By Award

5. Enter all or part of the Award Number or Award Title in the appropriate boxes, and click **Search** (Figure 4).

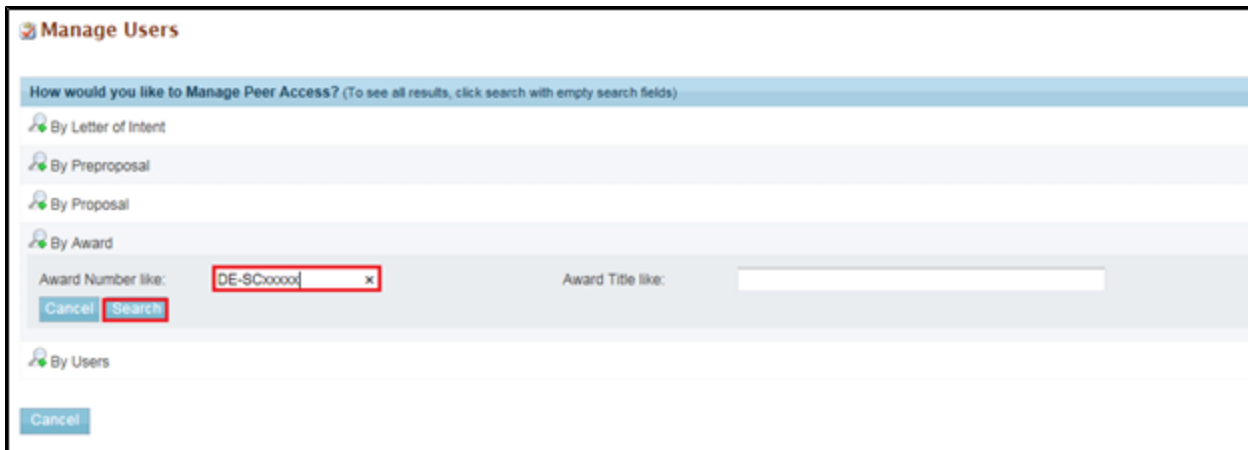


Figure 4. Manage Users – Search by Award

6. PAMS will perform a search and redirect you to the Manage Users – Awards page, which will display the award you searched for on the previous page. Select **Change Award SRO/BO/AO** in the **Actions** menu in the Options column (Figures 5).

**Manage Users - Awards**

All awards matching your search criteria are listed below. To grant access to an award, click the arrow in the "Options" column and select the "Manage Peer (+ View More)"

**Institution Name, City, State**

DUNS: 0000000000 EIN: [EIN] Institution Type: [Institution Type]

Primary SRO/BO/IO (Sponsored Research Officer/Business Officer/Administrative Officer): [Last Name, First Name]

Detailed View | Search | Saved Searches

Page size: 15 Go 1 items in 1 page(s)

Award Number	Project Title	Most Recent Award Date	Award Status	Options
DE-SC000000000	[Project Title]	MM/DD/YYYY	Active	<div>           Action            Manage Peer Access  <b>Change Award SRO/BO/IO</b> </div>

Page size: 15 Go 1 items in 1 page(s)

Cancel

Figure 5. Manage Users – Awards

7. PAMS will load the Change Award SRO/BO/IO – User List page, which displays a list of all registered users at your institution who are eligible for selection as the new Award SRO/BO/IO. Browse the list or use the filters or advanced search above the grid to find the user you would like to make the new Award SRO/BO/IO. Once you have found the user, click **Make Award SRO/BO/IO** in the Options column (Figure 6).

**Change Award SRO/BO/IO - User List**

All PAMS users at this institution are listed below. To designate an award's SRO/BO/IO select the "Make Award SRO/BO/IO" link.

**DE-SC000000000: Award Title** Award Status: Active

**Resources**

Search | Saved Searches

Page size: 15 Go 1 items in 1 page(s)

Name	User Name	Email	Phone Number	On Award	Options
[Last Name, First Name]	[Username]	[Email Address]	(000) 000-0000	No	<b>Make Award SRO/BO/IO</b>

Page size: 15 Go 1 items in 1 page(s)

Cancel

Figure 6. Change Award SRO/BO/IO – User List

**Note** You will not be able to change an Award SRO from the current SRO to yourself.

8. PAMS will redirect you to the Make Award SRO/BO/IO – Continue page, which displays a Confirmation message. Read the message carefully. If you would like to make additional changes to the SRO/BO/IO you selected, click the **Cancel** button in the bottom left corner of the page. If you would like to proceed with the SRO/BO/IO you selected, click **Confirm** in the bottom right corner of the page (Figure 7).

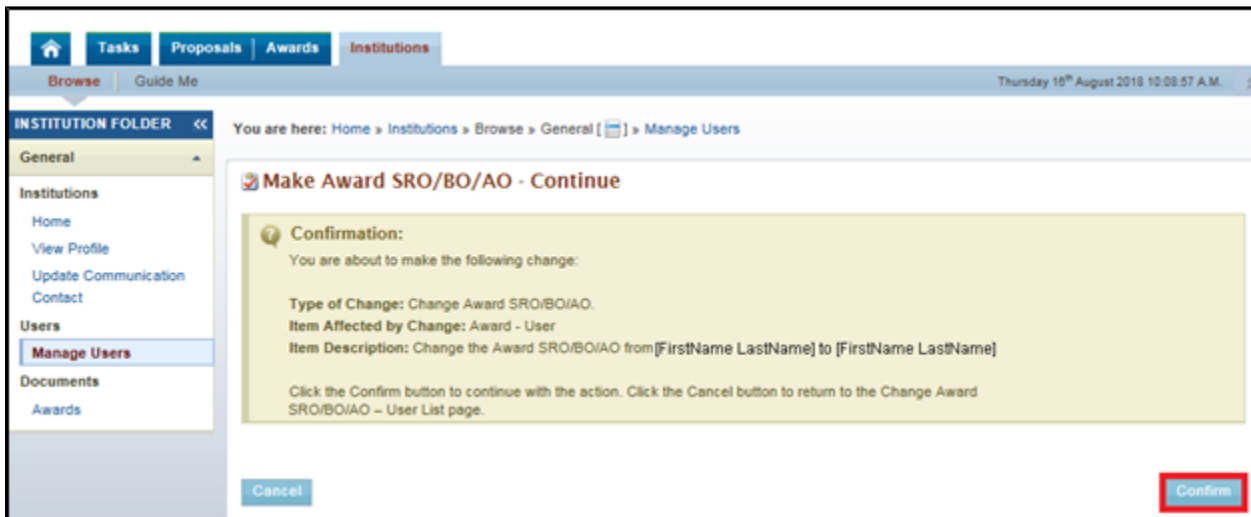


Figure 7. Make Award SRO/BO/AO – Confirmation

9. PAMS will load the Manage Users – Awards page, and display a Success message confirming that the Award SRO/BO/AO has been changed successfully (Figure 8).

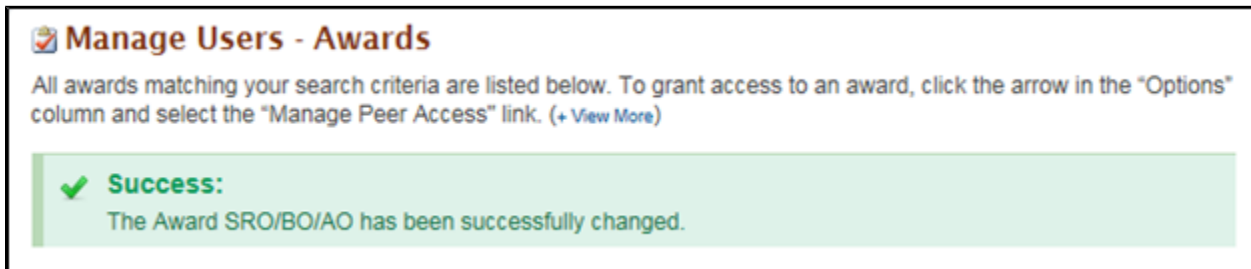


Figure 8. Manage User – Awards Success